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Meeting Minutes

STATE BOARD OF BUILDING REGULATIONS AND STANDARDS  
BUILDING OFFICIAL CERTIFICATION COMMITTEE

*Sturbridge Public Safety Building  
Sturbridge, MA*

*September 7, 2016 9:00 a.m.*

Meeting called to order by the Chairman at 9:15 a.m. followed by roll call:

1. **Roll Call**

- |  |   |  |
|--|---|--|
| a. Donald R. Torrico, Chairman<br>-Building Officials of Western Massachusetts Member, Lee | <input checked="" type="checkbox"/> present | <input type="checkbox"/> absent            |
| b. Michael Clancy, Vice Chairman<br>-Southeastern Building Official's Association, Hingham | <input checked="" type="checkbox"/> present | <input type="checkbox"/> absent            |
| c. Jeff Richards<br>-Massachusetts Building Commissioner's Association, Weymouth           | <input checked="" type="checkbox"/> present | <input type="checkbox"/> absent            |
| d. Bonnie Weeks<br>- Member At Large, Palmer   | <input checked="" type="checkbox"/> present | <input type="checkbox"/> absent            |
| e. Andrew Bobola<br>- Member At Large, Mattapoissett                                       | <input checked="" type="checkbox"/> present | <input type="checkbox"/> absent            |
| f. Matthew Hakala<br>- Member At Large, Westford   | <input checked="" type="checkbox"/> present | <input type="checkbox"/> absent            |
| g. Roger Fuller<br>- Massachusetts Municipal Association Representative                    | <input type="checkbox"/> present            | <input checked="" type="checkbox"/> absent |
| h. Rob Anderson<br>- Member from Academia  | <input checked="" type="checkbox"/> present | <input type="checkbox"/> absent            |
| i. Bill Horrocks<br>- BBRS Representative  | <input checked="" type="checkbox"/> present | <input type="checkbox"/> absent            |

Guest Present:

Kimberly Spencer, DPS

2. The minutes from the BOCC meeting on **August 3, 2016**, were reviewed by members present; **MOTION** to approve these minutes, as amended, was made by **Jeff Richards**, and seconded by **Rob Anderson**. The vote was unanimous.

### 3. Application for Certification Packets

- a. On a **MOTION** by Rob Anderson and seconded by Michael Clancy it was unanimously **VOTED** to approve, pending receipt of the notarized application, the application of **Patrick Dahlgren** (City of Marlborough) for certification in the capacity of **Local Inspector** having met the minimum qualifications for said position defined by MGL c 143 § 3. (BO-1990). The notarized application was received September 20, 2016.
- b. On a **MOTION** by Jeff Richards and seconded by Rob Anderson it was unanimously **VOTED** to approve the application of **Patrick Franey** (Town of Barnstable) for certification in the capacity of **Building Commissioner \ Inspector of Buildings** having met the minimum qualifications for said position defined by MGL c 143 § 3. (BO-1764)
- c. On a **MOTION** by Michael Clancy and seconded by Rob Anderson it was unanimously **VOTED** to approve the application of **Lisa Hoang** (City of Boston) for certification in the capacity of **Local Inspector** having met the minimum qualifications for said position defined by MGL c 143 § 3. (BO-1972)
- d. On a **MOTION** by Matthew Hakala and seconded by Andy Bobola it was unanimously **VOTED** to approve the application of **Doug Hyde** (Town of Stow) for certification in the capacity of **Building Commissioner \ Inspector of Buildings** having met the minimum qualifications for said position defined by MGL c 143 § 3. (BO-1984)
- e. On a **MOTION** by Rob Anderson and seconded by Jeff Richards it was unanimously **VOTED** to approve the application of **Nelson Miller** (City of Lowell) for certification in the capacity of **Building Commissioner \ Inspector of Buildings** having met the minimum qualifications for said position defined by MGL c 143 § 3. (BO-2013)
- f. On a **MOTION** by Andy Bobola and seconded by Jeff Richards it was unanimously **VOTED** to deny the application of **Charles R. Schultz, Jr.** (Town of Ayer) for certification in the capacity of **Local Inspector**. The application was not notarized and the photo of the examinee was missing from the 1A Building Inspector – One- and Two Family Dwellings *Examination Score Report*.

### 4. Examination Approval Packets

- a. On a **MOTION** by Matthew Hakala and seconded by Jeff Richards it was **VOTED** to grant the request of **Irwin Achmad** (No Affiliation) for approval to take the required exams to become certified as a building code enforcement official. Mr. Achmad meets the minimum qualifications set forth by the BBRS for said position of local inspector and inspector of buildings / building commissioner defined by MGL c 143 § 3 and was granted permission to proceed with the required examination process. Don Torrico and Bill Horrocks opposed
- b. On a **MOTION** by Jeff Richards and seconded by Michael Clancy it was unanimously **VOTED** to grant the request of **Bernard Ashley** (No Affiliation) for approval to take the required exams to become certified as a building code enforcement official. Mr. Ashley meets the minimum qualifications set forth by the BBRS for said position of local inspector and inspector of buildings / building commissioner defined by MGL c 143 § 3 and was granted permission to proceed with the required examination process.
- c. On a **MOTION** by Bill Horrocks and seconded by Jeff Richards it was unanimously **VOTED** to deny the request of Johnny Bourassa (No Affiliation) for approval to take the required exams to become certified as a building code enforcement official. Mr. Bourassa does not meet the minimum qualifications as defined by MGL c 143 § 3.
- d. On a **MOTION** by Bill Horrocks and seconded by Bonnie Weeks it was unanimously **VOTED** to deny the request of Jason Fergie (Town of Huntington) for approval to take the required exams to become certified as a building code enforcement official. Mr. Fergie does not meet the minimum qualifications as defined by MGL c 143 § 3.
- e. On a **MOTION** by Jeff Richards and seconded by Michael Clancy it was **VOTED** to grant the request of **Stephen Mordini** (No Affiliation) for approval to take the required exams to become certified as a building code enforcement official. Mr. Mordini meets the minimum qualifications set forth by the BBRS for said position of local inspector and inspector of buildings / building commissioner defined by MGL c 143 § 3 and was granted permission to proceed with the required examination process. Andy Bobola abstain
- f. On a **MOTION** by Rob Anderson and seconded by Bill Horrocks it was unanimously **VOTED** to grant the request of **William Paynton III** (No Affiliation) for approval to take the required exams to become certified as a building code enforcement official. Mr. Paynton meets the minimum qualifications set forth by the BBRS for said position of local inspector and inspector of buildings / building commissioner defined by MGL c 143 § 3 and was granted permission to proceed with the required examination process.

- g. On a **MOTION** by Jeff Richards and seconded by Matthew Hakala it was unanimously **VOTED** to grant the request of **David Posluszny** (No Affiliation) for approval to take the required exams to become certified as a building code enforcement official. Mr. Posluszny meets the minimum qualifications set forth by the BBRS for said position of local inspector and inspector of buildings / building commissioner defined by MGL c 143 § 3 and was granted permission to proceed with the required examination process.
- h. On a **MOTION** by Bill Horrocks and seconded by Jeff Richards it was unanimously **VOTED** to deny the request of **Scott Rothwell** (No Affiliation) for approval to take the required exams to become certified as a building code enforcement official. Mr. Rothwell does not meet the minimum qualifications as defined by MGL c 143 § 3.
- i. On a **MOTION** by Bill Horrocks and seconded by Michael Clancy it was unanimously **VOTED** to deny the request of **Anthony Terlizzo** (No Affiliation) for approval to take the required exams to become certified as a building code enforcement official. Mr. Terlizzo does not meet the minimum qualifications as defined by MGL c 143 § 3.
- j. On a **MOTION** by Matthew Hakala and seconded by Michael Clancy it was unanimously **VOTED** to grant the request of **Mark Tolman** (City of Haverhill) for approval to take the required exams to become certified as a building code enforcement official. Mr. Tolman meets the minimum qualifications set forth by the BBRS for said position of local inspector and inspector of buildings / building commissioner defined by MGL c 143 § 3 and was granted permission to proceed with the required examination process.

## 5. New Employee Report Form Packets

- a. On a **MOTION** by Jeff Richards and seconded by Rob Anderson it was unanimously **VOTED** to acknowledge the *New Employee Report Form* of **Donald Belanger** newly appointed to the position of **Inspector of Buildings** for the Town of North Andover. Appointed, June 6, 2016, not yet certified as a building commissioner. Eighteen month grace period expires December 31, 2017. *NERF signed by Town Manager – is the chief administrative officer.*
- b. On a **MOTION** by Matthew Hakala and seconded by Michael Clancy it was unanimously **VOTED** to acknowledge the *New Employee Report Form* of **Peter Binette** newly appointed to the position of **Building Commissioner** on May 16, 2016 for the City of Newburyport. *NERF signed by Town Mayor.*
- c. On a **MOTION** by Matthew Hakala and seconded by Andy Bobola it was unanimously **VOTED** to acknowledge the *New Employee Report Form* of **James Bone** newly appointed to the position of **Local Inspector** on May 16, 2016 for the City of Newburyport. *NERF signed by Mayor.*
- d. On a **MOTION** by Jeff Richards and seconded by Rob Anderson it was unanimously **VOTED** to acknowledge the *New Employee Report Form* of **Casey Burlingame** newly appointed to the position of **Local Inspector** on August 8, 2016 for the Town of Southbridge. *NERF signed by town Manager – appoints fire and police chief.*
- e. On a **MOTION** by Michael Clancy and seconded by Matthew Hakala it was **VOTED** to acknowledge the *New Employee Report Form* of **James Butler** newly appointed to the position of **Local Inspector** for the City of Gloucester. Appointed, June 27, 2016, not yet certified as a local inspector. Twelve month grace period will expire June 30, 2017. *NERF signed by Town Mayor.*
- f. On a **MOTION** by Rob Anderson and seconded by Bill Horrocks it was **VOTED** to acknowledge the *New Employee Report Form* of **Gregory Cefalo** newly appointed to the position of **Local Inspector** for the City of Gloucester. Appointed, June 20, 2016, not yet certified as a local inspector. Twelve month grace period will expire June 30, 2017. *NERF signed by Mayor.* Mr. Cefalo was previously appointed to the position of local inspector for the City of Gloucester from 2008 – 2012 and did not get certified. The Committee is requesting information as to Mr. Cefalo's employment since 2012. The letter acknowledging the NERF will put emphasis on the importance of following R7 in the certification process. Bonnie Weeks opposed
- g. On a **MOTION** by Rob Anderson and seconded by Jeff Richards it was unanimously **VOTED** to not acknowledge the *New Employee Report Form* of **Jason Forgue** newly appointed to the position of **Local Inspector** for the Town of Huntington. Mr. Forgue's qualifications were previously denied. Mr. Forgue will need to request a hearing before the Certification Committee, to review his qualifications, in order to remain in the position of local inspector for the Town of Huntington. *NERF signed by Chairman.*
- h. On a **MOTION** by Jeff Richards and seconded by Michael Clancy it was unanimously **VOTED** to acknowledge the *New Employee Report Form* of **David Gardner** appointed to the position of **Local Inspector** on September 8, 2015 for the Town of South Hadley. *NERF signed by Town Administrator – is the chief administrative officer.*

- i. On a **MOTION** by Jeff Richards and seconded by Bonnie Weeks it was unanimously **VOTED** to acknowledge the *New Employee Report Form* of **Gerald Garner** newly appointed to the position of **Building Commissioner** on January 25, 2016 for the Town of Windsor. *NERF signed by Chairman.*
- j. On a **MOTION** by Andy Bobola and seconded by Jeff Richards it was unanimously **VOTED** to acknowledge the *New Employee Report Form* of **Brain Leathe** newly appointed to the position of **Local Inspector** on July 18, 2106 for the City of Beverly. *NERF signed by Mayor.*
- k. On a **MOTION** by Michael Clancy and seconded by Matthew Hakala it was unanimously **VOTED** to acknowledge the *New Employee Report Form* of **David Norton** newly appointed to the position of **Inspector of Buildings** on March 7, 2016 for the Town of Walpole. *NERF signed by Administrator – shall be the chief administrative officer.*
- l. On a **MOTION** by Matthew Hakala to acknowledge the *New Employee Report Form* of **Paul Roma** newly appointed to the position of **Inspector of Buildings** for the Town of Barnstable, the vote did not receive a second and was withdrawn.

On a **MOTION** by Bill Horrocks and seconded by Bonnie Weeks to DENY the *New Employee Report Form* of Paul Roma. After discussion of accepting the NERF signed by the Town Manager without supporting documentation that he is the *chief administrative officer*, the vote did not go through. Two letters have been sent to the Town Manager requesting a copy of the Town Charter. A **MOTION** was made by Bill Horrocks and seconded by Jeff Richards to rescind his previous motion.

On a **MOTION** by Rob Anderson and seconded by Jeff Richards it was **VOTED** to TABLE the *New Employee Report Form* of **Paul Roma**. Once a copy of the Town Charter is received from the Town Manager Mr. Roma's NERF will be reviewed again. *NERF signed by Town Manager.* Bill Horrocks opposed

- m. On a **MOTION** by Jeff Richards and seconded by Bonnie Weeks it was unanimously **VOTED** to acknowledge the *New Employee Report Form* of **Timothy X. Sears** newly appointed to the position of **Inspector of Buildings** on June 6, 2016 for the Town of Peru. *NERF signed by Chairman.*
- n. On a **MOTION** by Jeff Richards and seconded by Matthew Hakala it was unanimously **VOTED** to acknowledge the *New Employee Report Form* of **Charles Schultz, Jr.** newly appointed to the position of **Local Inspector** for the Town of Ayer. Appointed, March 15, 2016, not yet certified as a local inspector. Twelve month grace period will expire March 31, 2017. *NERF signed by Chairman.*
- o. On a **MOTION** by Rob Anderson and seconded by Jeff Richards it was unanimously **VOTED** to acknowledge the *New Employee Report Form* of **Mark Tolman** newly appointed to the position of **Local Inspector** for the City of Haverhill. Appointed, February 1, 2016, not yet certified as local inspector. Twelve month grace period will expire February 28, 2017. *NERF signed by Mayor.*
- p. On a **MOTION** by Jeff Richards and seconded by Andy Bobola it was **VOTED** to acknowledge the *New Employee Report Form* of **Salvatore Votano** newly appointed to the position of **Building Commissioner** for the Town of Ipswich. Appointed, July 28, 2016, not yet certified as an inspector of buildings. Eighteen month grace period will expire January 31, 2018. *NERF signed by Town Manager – shall appoint building inspectors.* Bill Horrocks opposed

## 6. Extension Requests to be Certified Packets

- a. None

## 7. Hearings

- a. On a **MOTION** by Rob Anderson and seconded by Jeff Richards it was unanimously **VOTED** to grant the request of **Daniel Martin (Town of Westminster)**, BOCC 9-2016, for a first extension of time to become certified as a local inspector. Said extension shall expire March 31, 2017. After testimony from Mr. Martin and Paul Blanchard, Building Commissioner Town of Westminster, Mr. Martin is a part-time employee and failed his first exam. Mr. Blanchard stated the Town and the building department are supporting Mr. Martin in preparation of taking the exams.

## 8. New Business / Additional Business / Other matters as not reasonably anticipated 48 hours in advance of meeting

- a. For Informational purposes:  
There are currently 689 certified building inspectors -- 274 Local – 415 Inspector of Buildings

## 9. Review Application for Continuing Education

- a. The continuing education submitted was reviewed by members present; MOTION to approve was made by Bonnie Weeks and seconded by Matthew Hakala. MOTION passed by unanimous vote.

Name	Date	Course Description	CEU's	Cat	Course Number
Mulvey, Matthias	7/29/2016	Precast Concrete Off-Site Construction: Techniques & Case Studies Webinar offered by Precast/Prestressed Concrete Institute	1.0	2	C-2762
SEMBOA	8/10/2016	CLEAResult Residential / Commercial IECC and Code Changes	3.0	1	SE-0816
Ian McCallion	8/11/2016	Wind Design with the 2015 WFCM ICC# 8888	1.0	1	C-2763
Richard Wood	8/8/2016	ICC Region 6 meeting/panel	2.0	2	IC-251
William Kelly	5/19/2016	Customer Service in Government	.5		
Anthony Guigli	11/24/2015	CSG - MA Commercial Energy Code - Mechanical Provisions	3.0	1	C-2514*
	2/24/2015	CSG - MA Commercial Energy Code - HVAC and Indoor Air Quality	3.0	1	C-2562*
	2/12/2015	CSG - MA Commercial Energy Code - Envelope and Building Science	3.0	1	C-2515*
Marc LaPointe Paul D'Amore Jon Metivier	8/2016	Nightclub Fire Safety with DFS	6.5	1	C-066*
District 11	5/31/2016	District Meeting - Building Permit Applications	3.0	1	D11-0516
	6/29/2016	District Meeting - Building and Zoning	2.0	1	D11-0616
	7/27/2016	District Meeting - IBC and IRC	2.0	1	D11-0716
Thomas O'Donnell	7/13/2016	Wood Work - Height and Area: Using Software to Ease Building Code Analysis - online	1.0	2	C-2762
William Charpentier Matthias Mulvey	8/11/2016	US Dept of Energy - Intro to Commercial Building HVAC Systems & Energy Code Requirements ICC# 8875	2.0	1	C-2763
David Lovering	7/17/2015	Hazardous Waste Operations offered by IEE ( <i>zero credit hours 1998</i> )	10.0	1	C-2768
Neil Hall	2/2016	Offered through Rhode Island Building Official Association Education Expo	4.0	1	C-2764
	2/26/2016	Residential Energy Code re: Ice Dams, Building Envelope and HVAC Systems	1.0		
	2/26/2016	Deck Construction, Lateral Load Connectors	1.0		
	2/26/2016	Blower Door and Air Duct Code Requirements	1.0		
	2/26/2016	Critical Roof Details & Ice Dam Preventative Techniques	1.0		
District 1	7/27/2016	District Meeting - Various Topics	3.0	1	D1-0716
	8/24/2016	District Meeting - 521 CMR Requirements / Permits / Alternate Inspector	3.0	1	D1-0816
Jeff Dougan	6/2016	Community Access Monitor Program <i>2 day program requesting more hours be assigned to this training</i>	5.0	1	C-1002*

- b. A request was made by Jeff Dougan, Massachusetts Office on Disability, to assign more credit hours for attending the 2 day Community Access Monitor Program Training (C-1002). After discussion and agreeing the 5 credit hours already assigned was applicable. No Action Taken
- c. On a **MOTION** by Bill Horrocks to approve a MAXIMUM of 3 credit hours per training cycle dedicated to ENERGY. After much discussion 8 out of 23 courses are ear marked for Energy; 6 courses last month, too many credit hours are being focused on Energy. Building Inspectors are not getting well rounded continuing education. The intent behind the required continuing education provision was structured to allow the inspectors the option to choose what is essential for them. The motion did not carry.

Next meeting scheduled for **October 4, 2016, UMASS Amherst, Amherst, MA**